Arabian Development and Marketing Co (ADMC)

Training Agenda

SAP Business One

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Contents

1. Training Program 3
   1.1 Goals 3
   1.2 Demo Environment 3
   1.3 Functional Area 3
   1.4 Key User Sessions/ Training 3
   1.5 Key User Sessions / Training Content 4

1. Training Program

Sessions will be conducted on the functional areas of the system. The testing will consist of theory and hands-on experience. Training material will be distributed before training session is conducted.

1.1 Goals

Successful Demo is one of the key success criteria for the SAP Business One implementation project. The goal of sessions is to demonstrate Beon-IT progress in the realization phase. End users must be familiar with scenarios and how they will be using the system later. Added, users must highlight any mal functionality in the system before proceeding to Training and UAT.

1.2 Demo Environment

Demo will be conducted in a classroom environment virtually. A test company database will be supplied by Beon-IT to conduct the Demonstration. It is recommended to have a projector or TV screen, so all users can see the system demo.

1.3 Functional Area

- Accounting & Finance
- Fixed Assets
- Budgeting
- Cost Accounting
- Sales
- Purchasing
- Inventory Management
- MRP
- Resources
- Production
- Project Management
- CRM
- Service Module

1.4 Key User Sessions/ Training

Sessions will be provided in a classroom setting. Duration of sessions needed is highly dependent on exact tasks the user will be performing later in Training, UAT and after going live.

1.5 Key User Sessions / Training Content

Session 1 Sunday, December 28, 2025

Content		Attendees
Accounting:		**Accounting department**
Accounting:	**Chart of Account** **Journal Entries** **Journal Vouchers** **Accounts Receivable** **Accounts Payable** **Recurring Postings** **Accounting Reports** **Budget** **Fixed Assets** **Incoming Payment** **Outgoing Payments** **Cost Accounting** **Financial Reports**	**Finance department** **Project Manager** **BEON-IT Team**

Session 2 Monday, December 29, 2025

Content		Attendees
Purchasing:	**Purchase Request** **Purchase Quotation** **Purchase Order** **Goods Receipt PO** **Landed Costs** **A/P Invoice** **Outgoing Payment** **Purchasing Reports**	**Purchasing Department** **Inventory Department** **Finance Department** **Project Manager** **BEON-IT Team**

Session 2 Monday, December 29, 2025

Content		Attendees
Inventory:	**Item Master Data** **Goods Issue** **Goods Receipt** **Stock Transfers Request** **Stock Transfers** **Stock counting & Posting** **Inventory Reports**	**Inventory / Warehouse Department** **Finance Department** **Project Manager** **BEON-IT Team**

Session 3 Tuesday, December 30, 2025

Content		Attendees
Production & Recourses	**Bill of Materials** **Productions Order** **Issue to production** **Receipt from production** **Production Reports**	**Production Department** **Inventory / Warehouse Department** **Finance Department** **Project Manager** **BEON-IT Team**

Session 4 Wednesday, December 31, 2025

Content		Attendees
Sales & CRM	• **Sales Quotation** • **Sales Order** • **Delivery** • **A/R Invoice** • **Incoming Payment** • **Sales Reports**	**Sales Department** **Finance Department** **Project Manager** **BEON-IT Team**

Session 4 Wednesday, December 31, 2025

Content		Attendees
Service Call	**Service Call** **Equipment Card** **Service Contract** **Solutions Knowledge Base**	**Service Department** **Finance department** **Project Manager** **BEON-IT Team**

Session 5 Thursday, January 1, 2026

Content	Attendees
Project Management • **Project** • **Project Reports**	**Project Mgt. Department** **Finance department** **Project Manager** **BEON-IT Team**

- **Notes:**

System Administrator must attend all training sessions.
At least one finance user attends all training sessions.